

Direct Loan System Special Servicing

Module 1:
System Overview

Introduction

The Special Servicing (SS) Application, part of the Direct Loan System (DLS), is used to guide FLP users in special servicing activities needed to resolve borrower accounts in distress or default. The application enables the user to track the special servicing activities performed for borrowers, related entities, and other parties. The application provides user notifications to the DLS dashboard based on alert dates and due date for special servicing activities and time clocks. Special Servicing data is also stored in the DLS Special Servicing Data Mart to be available for reporting.

Navigation

After clicking on the SS icon from the service center level dashboard for a specific borrower, the borrower level dashboard is returned at the special servicing tab.

Navigation: National Office | State Office | Service Center | **Borrower**

Borrower	FL	OM	CR	GR	LR	YA	FV	TA	SI	SS	LM	TR
JOHN	-				-							-

Reminders | Special Servicing

Reminders

- Pending Reminder
- Postponed Reminder
- Closed Reminder

FLP Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet | Site Map | FOIA | Accessibility | Privacy Policy | Non-Discrimination | Information Quality | FirstGov | White House

If no open categories exist, select the “Add Category” button.

Open Categories Add Category

No Open Categories found for the Borrower, Click the Add Category button to Select and Initiate a Category.

Initiate Category Process

- Enter the Initialization date. The Initialization Date is the date that the first Special Servicing activity occurred.
- Select the type of Category for servicing from the drop down list.

Initiate Category Progress

- Step 1 Select Category
- Step 2 Confirm Category

Initiate Category Process

Step 1 of 2. Select the special servicing category to initialize the borrower to begin servicing. The Initialization date is the date servicing begins and determines the version of rules that will be applicable. Choosing a different Initialization date may change the list of available categories shown below.

Initialization Date: 

Version: 1.2 Start Date: 11/28/1990

Select Category: 

- Select Category ---
- 90 Days Past Due
- Bankruptcy
- B In NM or M/NM DFLT
- CUR or FD < 90 Days**
- DLQT NP/or SA Only

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The Special Servicing Application uses a completion wizard for multistep transactions. The Left Navigation show the steps involved, and the step the user is currently at in the process.

Initiate Category Progress

- Step 1
Select Category
- Step 2
Confirm Category

Initiate Category Process

Step 1 of 2. Select the special servicing category to initialize the borrower to begin servicing. The Initialization date is the date servicing begins and determines the version of rules that will be applicable. Choosing a different Initialization date may change the list of available categories shown below.

Initialization Date:

Version: 1.2 Start Date: 11/28/1990

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Depending on what action is being completed, the completion wizard may have varying number of steps displayed.

Activity Completion Progress

- Step 1
Activity Detail
- Step 2
Related Entity Assignment
- Step 3
Final Confirmation

Once the category is selected and confirmed, the screen displays the Open Categories page. The category tab displays information about the category and provides access to category functions.

Category Functions

Category Tab

Category Details

Open Categories

90 Days Past Due

Category Name: 90 DAYS PAST DUE
Initialized Date: 07/02/2010 Status: Open Version: 1.5
Default Date: 04/02/2010
Days Delinquent: 196

Function **Activities** **Time Clocks**

Open Activity Paths

Branch	Branch Type	Open Activity	Activity Type	Activity Name	Due Date
JOHN	Primary Borrower	A1	Standard	DETERMINE IF BORROWER HAS BEEN DISCHARGED OF FLP DEBT	07/02/2010

Completed Activity Paths

Branch	Branch Type	Path	Completion Reason	Completion Date
No Completed Paths found.				

Category Functions

Add Category: This function is used when a concurrent servicing category must be added to the borrower

Initiate Category Process

Step 1 of 2. Select the special servicing category to initialize the borrower to begin servicing. The Initialization date is the date servicing begins and determines the version of rules that will be applicable. Choosing a different Initialization date may change the list of available categories shown below.

Initialization Date:

Version: 1.5 Start Date: 10/14/2010

Select Category:

Edit Category: Used to maintain the category data entered when the category was initiated.

Edit Category

Category Name: 90 DAYS PAST DUE

Initialized Date: 07/02/2010 Status: Open Version: 1.5

Date of Default:

Delete Category: This function is only valid if no activities have been completed and the servicing category must be deleted.

Delete Category Confirmation

You have chosen to remove "90 DAYS PAST DUE" initialization for the borrower. Continuing this operation will remove any assigned open activities or time clocks.

Do you want to delete the category assignment "90 DAYS PAST DUE"?

Completion of open activities

The following will show how to select, update, and complete open activities.

Function					
Activities		Time Clocks			
Open Activity Paths					
Branch	Branch Type	Open Activity	Activity Type	Activity Name	Due Date
JV	Primary Borrower	A1	Standard	DETERMINE IF BORROWER IS REQUESTING CONSERVATION CONTRACT ONLY	09/09/2010

To access the Open Activity Path, click the Open Activity hyperlink in the Open Activity Paths table.

The open activity section facilitates the following function:

Complete the activity - an activity may be completed in different ways. The user may choose from the defined outcome options, use a jump option, or use a control function. Once the desired outcome is identified, the submit button begins the activity completion process.

Click the radio button next to the applicable Outcome then select the Submit button.

Open Category

Category: CURRENT/FINANCIALLY DISTRESSED BORROWER
Initialized Date: 08/30/2010 Status: Open Version: 1.2
Default Date: N/A
Days Delinquent: N/A

Branch / Path
Primary Borrower Branch: [redacted] IV Path: A Open
Initializer: [redacted] JV into CURRENT/FINANCIALLY DISTRESSED BORROWER on 08/30/2010

Completed Activities

Open Activity

A1: DETERMINE IF BORROWER IS REQUESTING CONSERVATION CONTRACT ONLY

Activity Purpose: THE AGENCY OFFICIAL MUST DETERMINE IF THE BORROWER HAS INDICATED THAT THEY INTEND TO ONLY APPLY FOR A CONSERVATION CONTRACT.

Select Single Outcome

YES
PROCESS & DET ELIG, FEAS, WITH CC ONLY - PRELIMINARY

NO
SEND OR PROVIDE B WITH FSA 2512 & 2513

Jump to next activity - Continuation of service

[text input field] **Select Next Activity**

Submit **Back** **Control Functions** **Add Branch** **Add Path**

Note: Control Functions, Add Branch, Add Path, and Jumping to next activity will be covered in the Control Function Module.

Expanding the completed activities section provides a list of the previously completed activities. The user has the ability to use the “re-open” button to go back one step and correct the previously completed activity.

Completed Activities



E1: PROCESS OR RE-EVALUATE DEBT SETTLEMENT/CNC APPLN Outcome: DEBT SETTLEMENT WITH B'S SIGNATURE REJECTED Created: *** E02	Completion Date: 12/15/2006 Elapsed Days: 28
E2: SEND DENIAL LETTER REJECTING DEBT SETTLEMENT Outcome: DENIAL LETTER SENT TO BORROWER Created: *** E03	Completion Date: 12/15/2006 Elapsed Days: 0
E3: WAIT FOR BORROWER'S RESPONSE TO DENIAL LETTER-30 DAYS Outcome: B DOES NOT APPEAL, EXH 44 OF 5-FLP PREV SENT Created: *** E04	Completion Date: 01/14/2007 Elapsed Days: 30
E4: PROCESS OR RE-EVALUATE DEBT SETTLEMENT/CNC APPLN Outcome: CNC PREPARED AND SENT TO STO FOR APPROVAL Created: *** E05	Completion Date: 10/19/2006 Elapsed Days: -87
E5: WAIT FOR STO TO APPROVE DEBT SETTLEMENT/CNC Outcome: CNC APPROVED AND ADPS PROCESSED Created: *** E06	Completion Date: 01/23/2007 Elapsed Days: 96
E6: CNC REFERRED TO TREASURY FOR CROSS-SERVICING Outcome: LOANS STILL AT TREASURY; CONTINUE CNC STATUS Created: *** E07	Completion Date: 01/07/2010 Elapsed Days: 1080

Re-Open

The activity completion process screen is shown which allows the user to enter the completion date of this activity and enter comments, then select the “Continue to Next Step” button.

Activity Completion Progress

- Step 1
Activity Detail
- Step 2
Related Entity Assignment
- Step 3
Final Confirmation

Activity Completion Process

Category: CURRENT/FINANCIALLY DISTRESSED BORROWER
Initialized Date: 08/30/2010 Status: Open Version: 1.2
Default Date: N/A
Days Delinquent: N/A

Branch / Path
Primary Borrower Branch: [redacted] JV Path: A Open
Initialized [redacted] JV into CURRENT/FINANCIALLY DISTRESSED BORROWER on 08/30/2010

Activity Completion Details

Step 1 of 3. Provide the required completion date and optional comments.

Activity A1: DETERMINE IF BORROWER IS REQUESTING CONSERVATION CONTRACT ONLY
Activity Type: Standard
Completion Date: 08/30/2010 [calendar icon] Due Date: 09/09/2010 Alert Date: 09/04/2010
Comments: B indicated that they will be unable to meet the upcoming installment due to lower crop prices and would like to be considered for loan restructuring.
Selected Outcome: NO
SEND OR PROVIDE B WITH FSA 2512 & 2513

Completion Date may be typed in or selected by clicking on the calendar.

Comments related to the completed activity may be entered here.

Related Entity Information

- If applicable, the second step in the activity completion process is an assignment of a related entity.
- A related entity is an individual and/or entity that signed the promissory note or pledged security for a loan.
- In DLS special servicing the related entity function allows a user to select who gets what notices depending on the activity being completed per par. 68 A, of FSA handbook 5-FLP.
- The special servicing flow chart has certain activities defined to track related entity activities.

The activity completion process screen is used to specify related entities for related processing when the related entity assignment requirements are met. If no related entities are selected, the activity is assigned as a normal next activity. The next activity for related entities table has a row for each related entity on the primary borrower's loans.

Activity Completion Progress

- Step 1
Activity Detail
- Step 2
Related Entity Assignment
- Step 3
Final Confirmation

Activity Completion Process

Category: CURRENT/FINANCIALLY DISTRESSED BORROWER
 Initialized Date: 08/30/2010 Status: Open Version: 1.2
 Default Date: N/A
 Days Delinquent: N/A

Branch / Path

Primary Borrower Branch: J & WFARMER JV Path: A Open

Initialized J & WFARMER JV into CURRENT/FINANCIALLY DISTRESSED BORROWER on 08/30/2010

Related Entity Assignment :

Step 2 of 3. Verify the Activity Assignment for Related Entities, modify assignments as needed.

Activity A1: DETERMINE IF BORROWER IS REQUESTING CONSERVATION CONTRACT ONLY

Selected Outcome: NO

SEND OR PROVIDE B WITH FSA 2512 & 2513

Next Activity for Related Entities

Selected	Party Name	Path	Activity Name	Loan #	Relationship
<input checked="" type="checkbox"/>	FARMER, WIFE	A	SEND OR PROVIDE B WITH FSA 2512 & 2513	04	Coborrower
<input checked="" type="checkbox"/>	FARMER, JOHN	A	SEND OR PROVIDE B WITH FSA 2512 & 2513	04	Coborrower

Continue to Next Step

Back

Cancel

Select applicable related entities by checking the box.

Certified Mail Activities

Activities identified as “Certified Mail” require additional fields to be completed. The 20 to 22 character alpha-numeric certified mail tracking numbers for the servicing package and offset letter are to be recorded in these fields.

The first certified mail tracking number is required, the second number for offset letter is optional.

If certified mail is not required, then the user will insert the text “certified is not needed” instead of a tracking number.

Activity Completion Process			
Category:	90 DAYS PAST DUE		
Initialized Date:	10/01/2010	Status:	Open
Default Date:	10/30/2009	Version:	1.4
Days Delinquent:	381		
Branch / Path			
Primary Borrower Branch:	RANDALL	Path:	A Open
Initialized : RANDALL into 90 DAYS PAST DUE on 10/01/2010			
Activity Completion Details			
Step 1 of 2. Provide the required completion date and optional comments.			
Activity A2:	SEND FSA 2510, 2511, AND 1951-C OFFSET LTR TO ALL B BY SEP CERT MAIL		
Activity Type:	Certified Mail		
Completion Date:	10/01/2010	Due Date:	10/01/2010
		Alert Date:	10/01/2010
Comments:	<input type="text"/>		
Selected Outcome:	FSA 2510, 2511, &1951-C-1 OFFSET LTR SENT TO B BY SEPARATE CERT MAIL WAIT FOR CERTIFIED MAIL, 1951-C OFFSET LETTER WAIT FOR CERTIFIED MAIL FSA 2510 & 2511		
Certified Mail Tracking Number:	<input type="text" value="98765 43210 12345 67890"/>		
Certified Mail Tracking Number for Offset Letter:	<input type="text" value="certified is not needed"/>		
<input type="button" value="Continue to Next Step"/>		<input type="button" value="Cancel"/>	

Activity Completion Progress

- Step 1
Activity Detail
- Step 2
Related Entity Assignment
- Step 3
Final Confirmation

The final confirmation shows the information provided to complete the transaction, outcome instructions for the selected outcome, and system actions that result from this outcome selection. Outcome instructions may contain additional information that may be relevant to consider when the outcome is selected. Also displayed is the next activity assignments, and if applicable time clocks actions and end functions.

Branch / Path

Primary Borrower Branch: BECKETT JR T

Path: A Open

Initialized BECKETT JR T into CURRENT/FINANCIALLY DISTRESSED BORROWER on 05/30/2010

Final Confirmation

Step 3 of 3. Confirm the Activity Detail, Selected Outcome, the Next Activity for the Current Path, and the Next Activity for Related Entities.

Activity A1: DETERMINE IF BORROWER IS REQUESTING CONSERVATION CONTRACT ONLY

Completion Date: 05/30/2010

Comments: Borrower indicated that he is unable to meet upcoming installment due to and would like to restructure loan.

Selected Outcome: NO

SEND OR PROVIDE B WITH FSA 2512 & 2513

Outcome Instructions:

Next Activities for Current Branch

Path / Activity	Activity Name	Activity Type	Due Date	Alert Date
A2	SEND OR PROVIDE B WITH FSA 2512 & 2513	Certified Mail	05/30/2010	05/30/2010

Next Activity for Related Entities

Selected	Party Name	Path	Activity Name	Loan #	Relationship
<input checked="" type="checkbox"/>	BECKETT SHIRLEY	A	SEND OR PROVIDE B WITH FSA 2512 & 2513	27	Coborrower

Submit

Back

Cancel

After completion of the activity process, the user is returned to the open activities tab of the open categories screen. The open activity paths shows any open activities due for the primary borrower and, if applicable, any open activities due for the related entity.

These tabs are used to change views between Open Activities and Time Clocks. Time Clocks are discussed in the Control Functions Module.

Related entities will be tracked separately until they reach a convergence activity.

omer: [redacted] Case #: [redacted]

Open Categories Add Category

CUR or FD < 90 Days

Category Name: CURRENT/FINANCIALLY DISTRESSED BORROWER
Initialized Date: 05/30/2010 Status: Open Version: 1.2
Default Date: N/A
Days Delinquent: N/A

Function: **Activities** Time Clocks

Open Activity Paths

Branch	Branch Type	Open Activity	Activity Type	Activity Name	Due Date
JR	Primary Borrower	A2	Certified Mail	SEND OR PROVIDE B WITH FSA 2512 & 2513	05/30/2010
SHIRLEY	Related Entity	A1	Certified Mail	SEND OR PROVIDE B WITH FSA 2512 & 2513	05/30/2010

Completed Activity Paths

Branch	Branch Type	Path	Completion Reason	Completion Date
No Completed Paths found.				

An error message is received if the user attempts to complete a convergence activity before completing a required servicing activity for the related entity. The user must go back and complete the required activity for the related entity and then return and complete the convergence activity for the borrower.

Activity Completion Process

You are completing convergent activity on Primary Borrower without completing processing of Related Entities.

Category: CURRENT/FINANCIALLY DISTRESSED BORROWER
 Initialized Date: 05/30/2010 Status: Open Version: 1.2
 Default Date: N/A
 Days Delinquent: N/A

Branch / Path
 Primary Borrower Branch: JR Path: A Open
 Initialize: JR into CURRENT/FINANCIALLY DISTRESSED BORROWER on 05/30/2010

Final Confirmation

Step 2 of 2. Confirm the Activity Detail, Selected Outcome, the Next Activity for the Current Path, and the Next Activity for Related Entities.

Activity A3: WAIT FOR B'S RESPONSE TO FSA 2512 & 2513

Completion Date: 06/30/2010

Comments:

Selected Outcome: B PROVIDES COMP APPLN FOR SERVICES W/IN 60 DAYS

DETERMINE IF B HAS NON-ESSENTIAL ASSETS

Outcome Instructions:

Open Categories

Add Category

CUR or FD < 90 Days

Category Name: CURRENT/FINANCIALLY DISTRESSED BORROWER
 Initialized Date: 05/30/2010 Status: Open Version: 1.2
 Default Date: N/A
 Days Delinquent: N/A

Function Activities Time Clocks

Open Activity Paths

Branch	Branch Type	Open Activity	Activity Type	Activity Name	Due Date
JR	Primary Borrower	A3	Standard	WAIT FOR B'S RESPONSE TO FSA 2512 & 2513	07/29/2010

Completed Activity Paths

Branch	Branch Type	Path	Completion Reason	Completion Date
SHIRLEY	Related Entity	A	Convergence	05/30/2010

Once the related entity's activity have been updated and the primary borrower's convergence activity is completed, the separate tracking ceases. The completed activity paths indicate that a convergence activity was reached.

Activities that end paths

Completion of certain servicing activities will end the current servicing path.

If no other servicing paths are open, the category will also be ended.

Activity Completion Process			
Category:	CURRENT/FINANCIALLY DISTRESSED BORROWER		
Initialized Date:	05/30/2010	Status:	Open
Default Date:	N/A		
Days Delinquent:	N/A		
Branch / Path			
Primary Borrower Branch:	JR	Path:	A Open
Initialized JR into CURRENT/FINANCIALLY DISTRESSED BORROWER on 05/30/2010			
Final Confirmation			
Step 2 of 2. Confirm the Activity Detail, Selected Outcome, the Next Activity for the Current Path, and the Next Activity for Related Entities.			
Activity A10:	DETERMINE IF CURR B PAID ALL OR A PORTION OF THE UNPAID INTEREST		
Completion Date:	08/30/2010		
Comments:	<input type="text"/>		
Selected Outcome:	BORROWER DID NOT PAY ANY UNPAID INTEREST		
Outcome Instructions:	End Path, End of Current Servicing Path		
<input type="text"/>			
<input type="button" value="Submit"/>		<input type="button" value="Back"/> <input type="button" value="Cancel"/>	

Special Servicing

Open Categories
Borrower History

Customer Management

Customer Profile
Total Payoff
FBP Loan Schedule
Manage Case Number
Manage Flags
Manage Suspend Code

Open Categories

No Open Categories found for the Borrower, Click the Add Category button to Select and Initiate a Category.

Borrower History Reports

Borrower History reports can be accessed by selecting the link from the Special Servicing navigation menu.

The screenshot shows the USDA FSA - Farm Loan Programs - Special Servicing web application. The header includes the USDA logo and the text "United States Department of Agriculture" and "FSA - Farm Loan Programs - Special Servicing". Below the header is a navigation menu with links: "FLP Home", "About DLS", "Other FLP", "Help", "Contact Us", and "Logout of eAuth". A secondary menu includes "DLS Admin", "Select Customer", "LS-Dashboard", "Transactions Pending", and "Reports". The "Customer:" field is populated with "BECKETT JR, T A" and the "Case #:" field is empty. The main content area is divided into two sections: "Special Servicing" and "Open Categories". The "Special Servicing" section has a sub-menu with "Open Categories" and "Borrower History" highlighted. The "Open Categories" section has a message: "No Open Categories found for the Borrower, Click the Add Category button to Select and Initiate a Category." and an "Add Category" button.

USDA United States Department of Agriculture
FSA - Farm Loan Programs - Special Servicing

FLP Home | About DLS | Other FLP | Help | Contact Us | Logout of eAuth

DLS Admin | Select Customer | LS-Dashboard | Transactions Pending | Reports

Customer: BECKETT JR, T A | Case #:

Special Servicing

- Open Categories
- Borrower History

Customer Management

- Customer Profile
- Total Payoff
- FBP Loan Schedule
- Manage Case Number
- Manage Flags
- Manage Suspend Code
- Manage Mail Code
- Transactions

Loan Making

- Process Application

Loan Servicing

- Process Application
- Process Assumption
- Customer Transfer
- Loan Transfer
- Dashboard

Open Categories

No Open Categories found for the Borrower, Click the Add Category button to Select and Initiate a Category.

The Borrower History screen shows all open and closed categories that exist for the selected account.

Click on the radio button for the category that the report is to be viewed.

Use the radio button to select a version of the report and then click Submit.

Borrower History

Select one of the following Category Assignment(s)

Open Categories			
Select	Category Name	Initiation Date	Date of Default
<input checked="" type="radio"/>	90 DAYS PAST DUE	10/15/2010	10/15/2010

Closed Categories			
Select	Category Name	Initiation Date	Completion Date
<input type="radio"/>	BANKRUPTCY	10/13/2006	03/06/2008
<input type="radio"/>	90 DAYS PAST DUE	07/20/2004	11/30/2004

Select the desired version of the Borrower History

- Borrower History by Branch
- Borrower History by Branch with Comments
- Borrower History, Chronological by Activity

Sample Borrower History Report by Branch

[Printer Friendly](#)

UNITED STATES DEPARTMENT OF AGRICULTURE
 FARM SERVICE AGENCY
 DIRECT LOAN SERVICING
 5-FLP Detailed Borrower History Report

Page # 1
 Date 10-15-2010
 TOD 14:37:58

CUSTOMER: BECKERT, ALAN JOHN;
 RELATED ENTITIES: No
 STATE: Texas
 SERVICING OFFICE: COUNTY FARM
 SERVICE AGENCY
 LAST UPDATE BY:

SPECIAL SERVICING CATEGORY: 90 DAYS PAST DUE
 OPEN ACTIVITIES: Yes
 DATE OF DEFAULT: 10-15-2010
 DATE INITIALIZED: 10-15-2010
 LAST UPDATED DATE: 10-15-2010

COMPLETE TIMECLOCKS

TIME CLOCK DESCRIPTION	DUE DATE	COMPLETION DATE	ELAPSED DAYS
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OPEN TIMECLOCKS

TIME CLOCK DESCRIPTION	DUE DATE
------------------------	----------

PRIMARY BORROWER BRANCH: BECKERT, ALAN JOHN

ACTIVITY PATH A - Initialized BECKERT, ALAN JOHN into 90 DAYS PAST DUE on 10-15-2010

ACTIVITY NBR	DESCRIPTION	COMPLETION/ DUE DATE	ELAPSED DAYS	CHART/ ACTIVITY
A1	DETERMINE IF BORROWER HAS BEEN DISCHARGED OF FLP DEBT <ul style="list-style-type: none"> BORROWER HAS NOT PREVIOUSLY FILED BANKRUPTCY (created activities: BECKERT, ALAN JOHN A 2) 	10-15-2010	0	3.1
A2	SEND FSA 2510, 2511, AND 1951-C OFFSET LTR TO ALL B BY SEP CERT MAIL Certified Mail Tracking Number: certifiedisnotneeded <ul style="list-style-type: none"> FSA 2510, 2511, &1951-C-1 OFFSET LTR SENT TO B BY SEPARATE CERT MAIL (created activities: BECKERT, ALAN JOHN A 3 , BECKERT, ALAN JOHN B 1) 	10-15-2010	0	3.2
A3	WAIT FOR CERTIFIED MAIL, 1951-C OFFSET LETTER <ul style="list-style-type: none"> CERTIFIED MAIL ACCEPTED (created activities: BECKERT, ALAN JOHN A 4) 	10-15-2010	0	3.3
A4	WAIT FOR B'S RESPONSE TO 1951-C-1 OR C-2 OFFSET LTR <ul style="list-style-type: none"> BORROWER REQUESTS AN APPEAL BORROWER DOES NOT REQUEST AN APPEAL B REQUESTS REVIEW OF FILE WITHIN 20 DAYS 	11-14-2010	0	3.9

Sample Borrower History Report by Chronological Activity

UNITED STATES DEPARTMENT OF AGRICULTURE
 FARM SERVICE AGENCY
 DIRECT LOAN SERVICING
 5-FLP Borrower History Summary Report

Page # 1
 Date 09-07-2010
 TOD 15:02:01

CUSTOMER:

SPECIAL SERVICING CATEGORY: CURRENT/FINANCIALLY
 DISTRESSED BORROWER

RELATED ENTITIES: Yes

OPEN ACTIVITIES: No

STATE: Mississippi

DATE OF DEFAULT:

SERVICING OFFICE: COUNTY FARM SERVICE AGENCY

DATE INITIALIZED: 05-30-2010

LAST UPDATE BY:

LAST UPDATED DATE: 09-07-2010

COMPLETE TIMECLOCKS

TIME CLOCK DESCRIPTION	DUE DATE	COMPLETION DATE	ELAPSED DAYS
TIMECLOCK-DEADLINE FOR FSA TO PROCESS SERVICING APPLN	08-29-2010	08-01-2010	32

OPEN TIMECLOCKS

TIME CLOCK DESCRIPTION	DUE DATE
------------------------	----------

COMPLETE ACTIVITIES

ACTIVITY DESCRIPTION	NAME	DUE DATE	COMPLETION DATE	ELAPSED DAYS
DETERMINE IF BORROWER IS REQUESTING CONSERVATION CONTRACT ONLY	BECKETT JR T	06-09-2010	05-30-2010	0
SEND OR PROVIDE B WITH FSA 2512 & 2513	BECKETT JR T	05-30-2010	05-30-2010	0
SEND OR PROVIDE B WITH FSA 2512 & 2513	BECKETT SHIRLEY	05-30-2010	05-30-2010	0
DETERMINE IF B HAS NON-ESSENTIAL ASSETS	BECKETT JR T	07-10-2010	06-30-2010	31
DETERMINE IF BORROWER REQUESTED CC	BECKETT JR T	06-30-2010	06-30-2010	0
WAIT FOR B'S RESPONSE TO FSA 2512 & 2513	BECKETT JR T	07-29-2010	06-30-2010	0
CONTINUE PROCESSING APPLN, RERUN DALR\$, DET ELIGIBILITY	BECKETT JR T	08-19-2010	08-01-2010	32
SEND OR PROVIDE B FSA 2519, 2520, & DALR\$	BECKETT JR T	08-01-2010	08-01-2010	0
SEND OR PROVIDE B FSA 2519, 2520, & DALR\$	BECKETT SHIRLEY	08-01-2010	08-01-2010	0
WAIT FOR B'S RESPONSE TO FSA 2519, 2520, & DALR\$	BECKETT JR T	09-15-2010	08-10-2010	9